3. Click **Add New CDC HIV Prevention.** The *HIV Prevention Program Award* screen displays.

4. Click the **CDC HIV Prevention PA Number** drop-down list arrow and select the PA number.

CDC HIV Prevention PA Number: ✱ [   ] [▼]

The program award number automatically populates and the **Funded CBO HIV Prevention Activities** section displays after the selection is made.

> **Note:** *The PEMS software does not allow more than one program award per PA number for an agency.*

5. Complete the remaining mandatory fields: **CDC HIV Prevention PA Budget Start Date**, **CDC Prevention PA Budget End Date**, and **Funded CBO HIV Prevention Activities**.

6. Click **SAVE AND FINISH**. The *Maintain CDC HIV Prevention Program Awards* screen displays the program award has been added successfully.

> **Note:** *Another option is to save and award distribution.*

SAVE AND ADD AWARD DISTRIBUTION

Add CDC HIV Program Award Distribution

1. Begin at the *Maintain CDC HIV Prevention Program Awards* screen (**Agency Information > Program Awards > Maintain CDC HIV Prevention Program Awards**).

2. Locate the program award in the **Existing CDC HIV Prevention Program Awards** section.

3. Click **Edit** in the **Annual Award Amount Distribution** column. The *Add/Edit CDC HIV Prevention Program Award Amount Distribution* screen displays.

4. Type the total contract amount in the **CDC HIV Prevention Award Amount ($)** field.

5. Type the distribution amount in the appropriate fields in the **Budget Allocation** section by either $ Amount or % Of Total Amount.

6. Click **VALIDATE** . If you try to save the program award amount distribution without validating it, the PEMS software will prompt you to validate the amount before saving.

> **Note:** *If you specify the distribution in dollar amount, Validate auto populates the associated % Of Total Amount fields. The specified amounts must equal the total award amount. If you complete the % Of Total Amount fields, Validate auto populates the associated $ Amount fields. The specified percentages must total 100%*

7. Click **SAVE AND FINISH**. *Maintain CDC HIV Prevention Program Awards* screen displays indicating the program award has been updated successfully.

STEPS CONTINUED ON PAGE 5.

> **AGENCY DETAILS**
> **SUB MODULE**

Edit Your Agency Details

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.

2. Click **Edit Agency Details**. The *Edit Agency Details* screen displays.

> **Note:** ✱ *Indicates a mandatory field that must be completed.*

3. Edit or add the new information regarding your agency.

4. Click **SAVE AND FINISH** . The *View Agency Details* screen displays indicating the agency details has been updated successfully.

Add a New Agency Contact

1. Begin at the *View Agency Details* screen (**Agency Information > Agency Details > View Agency Details**).

2. Click **Maintain Agency Contacts**. The *Maintain Contacts* screen displays.

3. Click **Add New Contact**. The *Add Contact Details* screen displays.

4. Complete the mandatory fields, **First Name**, **Last Name** and **Title**.

> **Note:** *At least one of the three contact fields (Phone, Email, and Fax) has to be entered or PEMS will not let you save and finish.*

5. Click **SAVE AND FINISH**. *The Maintain Contacts* screen displays indicating the contact information added successfully.

View Existing Agency Details

1. Begin at the *View Agency Details* screen (**Agency Information > Agency Details > View Agency Details**).

2. Click **Maintain Agency Contacts**. The *Maintain Contacts* screen displays showing the contact information in the **Existing Contacts** section.

3. Click **BACK TO AGENCY DETAILS** to return to the *View Agency Details* screen.

Add a New Annual Agency HIV Prevention Budget

1. Begin at the *View Agency Details* screen (**Agency Information > Agency Details > View Agency Details**).

2. Click **Maintain Agency Budget**. The *Maintain Annual Agency HIV Prevention Budget Information* screen displays.

3. Click **Add Budget Information for a New Fiscal Year**. The *Add Annual Agency HIV Prevention Budget Information* screen displays.

4. Complete the mandatory fields.

> **Note:** *PEMS does not allow over lapping fiscal/budget periods within an agency or greater than 12 months.*

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4. Click **SAVE AND FINISH**. The *Maintain Annual Agency HIV Prevention Budget Information* screen displays indicating the agency budget has been added successfully.

Maintain Funding Sources

1. Begin at the *Maintain Annual Agency HIV Prevention Budget Information* screen (**Agency Information > Agency Details > Maintain Agency Budget**) to display the **Existing Budget Information** section.

- To delete a funding source, click **Edit** to display the *Edit Funding Sources* screen, and then click **Delete** and **OK**.

- To add a funding source, click **Add** to display the *Add Funding Sources* screen, complete applicable fields, and then click **SAVE AND FINISH**.

- To edit budget information, click **Edit**, complete the mandatory fields, and then click **SAVE AND FINISH**.

> **Note:** *Each action will give you a confirmation stating the action was successful.*

View Existing Annual Agency HIV Budget Information

1. Begin at the *Maintain Annual Agency HIV Prevention Budget Information* screen (**Agency Information > Agency Details**) to display the existing budget information.

2. Click **View** in the **Funding Sources** column to access the

system audit trail for the funding source.

3. Click **View** in the **System Audit Trail** column for the desired item. The *Funding Source Audit Trail* window opens.

4. Click **CLOSE WINDOW**, and then click **BACK TO MAINTAIN**.

> **Note:** *You can also view funding sources on the View Agency Details screen.*

SITES SUB MODULE

Add a New Site

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.

2. Click **Sites** on the sub-menu bar. The *Maintain Sites* screen displays.

3. Click **Add New Site**. The *Add Site Details* screen displays.

4. Complete at minimum the following mandatory fields: **Site Name**, **State**, **County** and **Zip Code**.

> **Note:** *The Site Name must be unique. The PEMS software automatically checks for duplicates.*

5. Click **SAVE AND FINISH**. The *Maintain Sites* screen displays indicting the site has been added successfully.

View Existing Site Information

1. Begin at the *Maintain Sites* screen (**Agency Information > Sites > Maintain Sites**).

2. Click the site name in the **Site Name** column of the **Existing Sites** section. The *View Site Details* screen displays.

3. Click **BACK TO MAINTAIN** to return to the *Maintain Sites* screen.
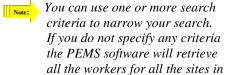
WORKERS SUB MODULE

Add a New Worker

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.

2. Click **Workers** on the sub-module menu. The *Maintain Workers* screen displays.

3. Click **Add New Worker**. The *Add Worker Details* screen displays.

4. Complete the following mandatory fields: **First Name**, **Last Name**, **Worker Start Date**, and **Worker End Date**.

5. Click a site in the **Select Site of Service Delivery** section.

6. Click **ADD TO LIST**. The site is moved to the site list on the right side of the screen.

7. Complete other applicable fields.

8. Click **SAVE AND FIINSH**. The *Maintain Workers* screen displays indicating the worker has been added successfully.

View Existing Worker Information

1. Begin at the *Maintain Workers* screen (**Agency Information > Workers > Maintain Workers**).

2. Locate the worker in the **Existing Workers** section. If the worker list is long you may search for the worker.

3. Type the workers **First Name**, **Last Name** or select the **Worker Type** in the **Search For Existing Worker(s)** section.

> **Note:** *You can use one or more search criteria to narrow your search. If you do not specify any criteria the PEMS software will retrieve all the workers for all the sites in your agency.*

4. Click **SEARCH** to display the results in the **Existing Workers** section.

5. Click the worker's last name in the **Last Name** column. The *View Worker Details* screen displays.

6. Click **BACK TO MAINTAIN** to return to the *Maintain Workers* screen.

PROGRAM AWARDS SUB MODULE

Add CDC HIV Program Award Information

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.

2. Click **Program Awards** on the sub-module menu. The *Maintain CDC HIV Prevention Program Awards* screen displays.